

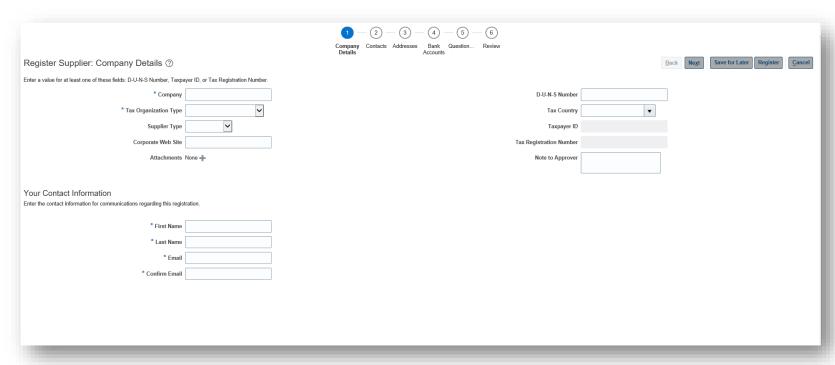
Step By Step Guide

How to register on Wincanton's Oracle Cloud platform



Tab 1 - Company Details

Please complete all the necessary fields



Mandatory fields for completion: Company Details:

- Company Trading Name
- Tax Organisation type
- D-U-N-S Number or Tax Country and VAT Registration Number (needs to begin with 'GB')

Contact Information

- First Name
- Last Name
- Email
- Confirm Email

Please note the contact provided here will become the account administrator to self manage your profile.

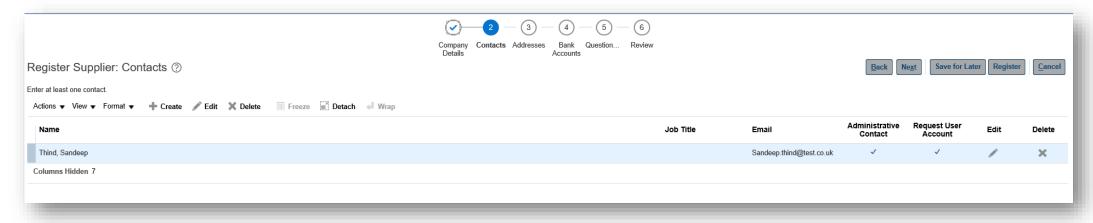
Select "Next" to proceed to Tab 2

Contacts



Tab 2 - Contacts

Contacts for your account



This screen confirms the person noted as a contact from Tab 1, has been given administrative responsibilities for your supplier profile.

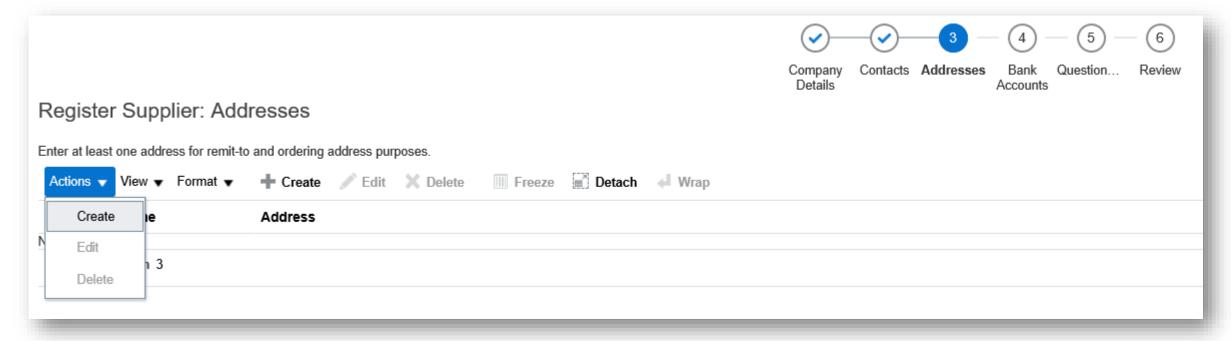
Should you wish to add any further contacts then please select "Actions" and "Create". This can be done at any stage post registration should you wish to do this later.

Select "Next" to proceed to Tab 3 - Addresses



Tab 3 - Addresses

Setting up addresses against your record



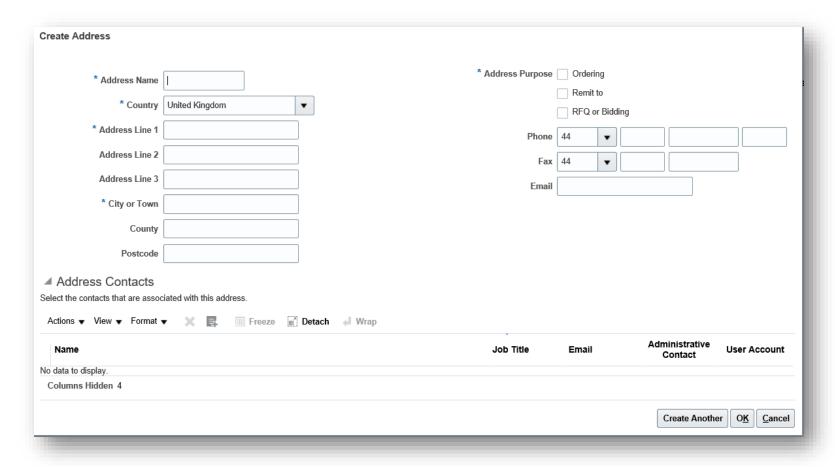
Select "Actions" on the left hand side and select "Create".

You will need to add at least one address to assign PO and Remittance email addresses



Tab 3 - Addresses continued

Setting up addresses against your record



Please complete as follows:

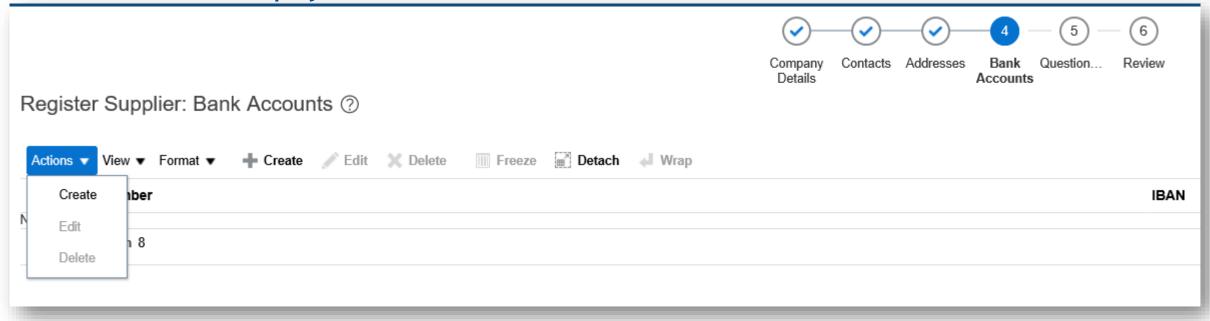
- Address Name: Please populate with "Sales"
- Address Line 1
- City or Town
- Postcode
- Address Purpose: please select
 Ordering and/or Remit
- Email address: please populate this with the required email address. Please note if you select Ordering and Remit then both those emails will be sent to this email address.

If this needs to be different email addresses then please set up two different address locations.



Tab 4 - Bank Account

Bank account for payments to be made to



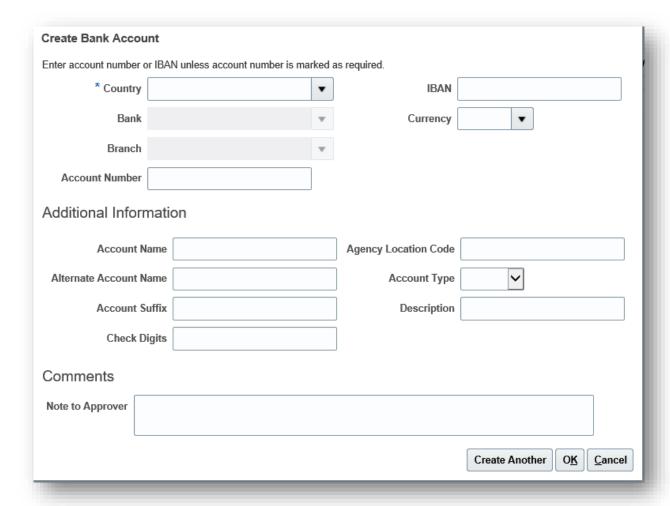
Select "Actions" on the left hand side and select "Create" to populate your bank account details. Please note you will not be able to proceed without completing this section.

In the 'Note to Approver' box if using factoring business place the word 'FACTOR' in the comments box



Tab 4 - Bank Account continued

Bank account for payments to be made to



Please complete the following as a minimum:

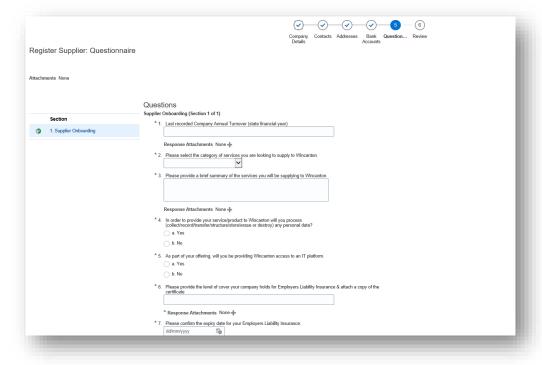
- Country
- Bank
- Branch (sort code)
- Account Number
- IBAN (if you have a UK branch than an IBAN number is not required. If you are transacting with a foreign bank then an IBAN number is required)
- Currency

Then select "Ok" and then when back on main screen select "Next" to continue on to Tab 5 - Questionnaire



Tab 5 - Questionnaire

Please complete

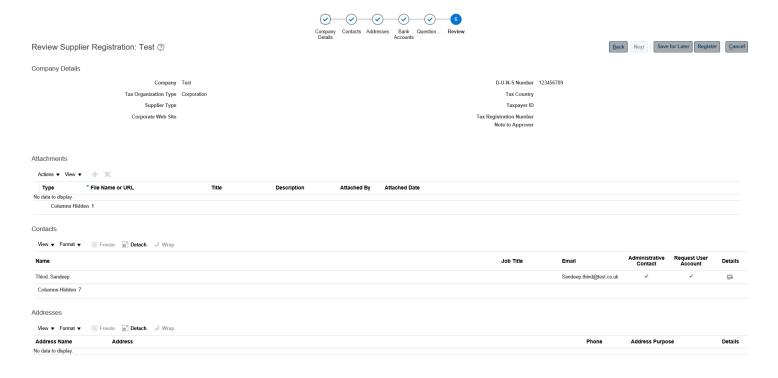


- 1. Please complete the questionnaire.
- 2. If you have insurances, then attach this document for each requirement in the questionnaire. In the text box associated with the attachment, type in the word 'attachment'
- 3. For non Self-Bill customers, attach a copy of your letter head in the questionnaire
- 4. Please note any missing answers or missing information will mean that the set up of your account will be delayed.
- 5. Once completed please select "Next" in the right hand corner to proceed to the final review screen.
- 6. If using a factoring business, then tick the box Y/N with a 'Yes' and answer the additional questions posed



Tab 6 - Review

Final review of all details being submitted



Please review all the details and when satisfied select "Register".

This will then be submitted to the Wincanton team to review and approve if appropriate.

Should you have any questions then please contact our dedicated supplier helpdesk:

Email - supplier.helpdesk@wincanton-services.com

Telephone - 0844 736 2412 (UK)

Open 8:30am to 5:00pm Monday to Friday (excluding bank holidays)



Thank you